

Job Description

Job Title: Program Administrator III

Supervisor: Executive Director of Secondary School Leadership

Pay Grade: 44

Job Classification: Exempt

Contract Length: 245 Days

Job Summary:

Position is responsible for the daily operation and administration of Point Option. Incumbent is expected lead by establishing a culture for continuous improvement. Focus all efforts to promote student achievement, advancement and youth development. Develop staff to promote employee expertise and monitor by implementing a system to determine performance and progress.

Essential Duties:

1. Facilitating the development, communication, implementation and evaluation of a shared vision of teaching and learning that leads to student academic success;
2. Developing, advocating, and sustaining an academically rigorous, positive, and safe school climate for all stakeholders;
3. Managing human resources effectively by assisting with selection and induction, and by supporting, evaluating and retaining quality instructional and support personnel;
4. Supporting, managing, and overseeing the school's organization, operation, and use of resources;
5. Communicating and collaborating effectively with stakeholders to include leadership teams of all Newport News High Schools.
6. Demonstrating professional standards and ethics, engaging in continuous professional development, and contributing to the profession;
7. Exercising leadership which results in measurable student academic progress based on established standard.
8. Implementing the state and local testing program.
9. Selecting students for enrollment in the program and developing the master schedule to ensure student programming needs may be met.
10. Designing innovative programming to nurture and extend the non-traditional characteristics of the program.
11. Modeling nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

Stays informed of developments and research pertaining to effective schools. Performs any other related duties as assigned by the Executive Director of Secondary School Leadership or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Master's degree and be eligible for a Virginia Postgraduate Professional License in administration and supervision. Must possess at least three years of successful experience as a teacher with some experience at the secondary school level. Three year's administrative experience at the secondary school level preferred. Must possess a comprehensive knowledge of the current issues, principles, and practices in public secondary school education and the ability to apply them to the needs of a school. Must possess knowledge and effective skills in curriculum development, instructional practices, and interpretation of test data. Must possess the ability to assist with administering and managing the operation of a secondary program. Must possess the ability to plan and supervise the work of others. Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and the public.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. The noise level in the work environment is usually moderate.

Supervision Exercised: Assigned staff

Supervision Received: Executive Director, Secondary School Leadership

This job description in no way states or implies that these are the only duties to be performed by this employee. The Program Administrator III will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director of Secondary School Leadership or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Name (Print)	Signature	Date
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I acknowledge that I have received and read this job description.

Employee Name (Print)	Signature	Date
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Revised 08/2025